



**HARRY GWALA DEVELOPMENT AGENCY (HGDA)**

Harry Gwala Farmers Market, Erf 2226  
Portion 27 of the Farm Ellerton, IXOPO 3276  
Tel: 039 834 2740 / Fax: 039 844 1618  
Email: bongiswa.bomela@hgda.co.za  
Website: www.hgda.co.za

In compliance with the approved Recruitment and Selection Policy, the Harry Gwala Development Agency (Pty) Ltd (HGDA) calls for applications from suitably qualified incumbents.

**PERSONAL ASSISTANT: CHIEF EXECUTIVE OFFICER**

**TOTAL REMUNERATION PACKAGE: R232 438.56 P.A. (INCLUSIVE OF BENEFITS)**

**JOB REQUIREMENTS**

• Grade 12/ Matric • A Diploma in Administration/Public Management/ Development Studies or associated field (a degree will be preferable) • Two (2) to Three (3) years' experience as a Personal Assistant/Office Administrator/Projects or Secretary with proven track record in performance areas • Valid driver's licence. Have an ability to work under pressure, good planning and time management skills • Computer literate (MS office (Word, PowerPoint, Excel) Ability to always deal with urgent and highly confidential matters and pay attention to detail and must be willing to work Extra hours.

**KEY PERFORMANCE AREAS:**

• Provide high-level administrative, secretariat, and strategic support to the Chief Executive Officer; • Manage the CEO's office, including diary management, appointments, correspondence, travel arrangements, and meeting logistics; • Coordinate and provide secretariat support to MANCO, EXCO, and other executive meetings, including the preparation of agendas, packs, minutes, and follow-up actions; • Act as a central point of coordination between the CEO, senior management, Board members, and key stakeholders; • Prepare executive correspondence, briefing notes, presentations, and reports for the CEO; • Maintain proper records, document management systems, and confidential information in line with organizational policies; • Liaise with subordinates reporting to the CEO to ensure effective communication and coordination; • Perform comprehensive secretarial and administrative duties, including handling both incoming and outgoing correspondence; • Manage visitors and respond to enquiries in a professional manner. Perform other task that may be assigned by a relevant authority.

Enquiries must be directed to: The Corporate Services (Ms B. Bomela) on 078 127 8622.

Letters of application, detailed Curriculum Vitae, certified copies of educational qualifications, identity document and driver's license must be hand delivered to HGDA Offices, Farmers Market, Ixopo 3276. And/or emailed to [recruitment@hgda.co.za](mailto:recruitment@hgda.co.za)

**NB: The position is a fixed-term appointment for a period of five (5) years and is in line to the term of the Chief Executive Officer.**

**CLOSING DATE: 15H00 on Monday, 16 February 2026**

The Agency will only communicate with shortlisted candidates. Should you not be contacted within three (3) months of closure, please accept your application as unsuccessful.

NB: Lobbying for appointments will result in immediate disqualification. Employment Equity principles will be applied, and people with disabilities are encouraged to apply. The Agency reserves the right not to make an appointment.

**MR. Q. MNGUNI**  
**CHIEF EXECUTIVE OFFICER**

DATE: 02/02/2026